

**DRAFT – Attachment A**  
**Minutes of the Population Technical Advisory Committee**  
**Friday, October 27, 2006**

**MEMBERS PRESENT:**

Arizona State University – Tom Rex  
Department of Commerce – Jessica Smotherman  
Department of Economic Security – Linda Strock / Peter Kozy  
Department of Revenue - Diane Sosinski  
Department of Transportation – Jami Garrison  
Department of Water Resources – John Fortune  
Maricopa Association of Governments – Anubhav Bagley  
Pima Association of Governments – Sandra Holland  
Southeastern Arizona Governments Organization – Suzanne Drum  
Inter-Tribal Council of Arizona – Norm Petersen  
\* City of Phoenix – Tim Tilton  
\* Department of Environmental Quality – David Lillie  
\* State Land Department – Mila Hill  
\* Yuma Metropolitan Planning Organization – Mack Luckie

**MEMBERS ABSENT:**

Northern Arizona University  
University of Arizona  
Department of Education  
Department of Health Services  
Northern Arizona Council of Governments  
Central Arizona Association of Governments  
Western Arizona Council of Governments  
County Supervisors Association of Arizona  
League of Arizona Cities & Towns  
The Navajo Nation  
\* Department of Insurance

**ALSO PRESENT:**

Allen Barnes, Department of Economic Security  
Stephanie Barry, Department of Economic Security  
Van Braswell, Department of Economic Security  
Warren Brown, Cornell University <sup>1</sup>  
Carla Carter, Facilitator  
Jim Chang, School Facilities Board  
Dennis Doby, Department of Economic Security  
John Fan, Department of Economic Security  
Susan Kanzler, Department of Economic Security

<sup>1</sup> Participating by teleconference

\* Non-voting member

**1. Call to Order.**

Chairman Richard Porter was not able to attend the meeting. Linda Strock acted as chair and called the meeting to order at 10:30 am.

**2. Approval of Minutes of Prior POPTAC Meeting.**

Linda Strock asked for comments or corrections of the minutes from the prior meeting and called for a motion to approve the minutes. John Fortune asked that the minutes be corrected to show that he had attended the previous meeting.

**A motion to approve the minutes as corrected was made by John Fortune and seconded by Jami Garrison. The motion carried.**

**3. New business/Call to the Audience.**

Carla Carter explained that she would be serving as a meeting facilitator to help improve the communication process. She handed out a Quick Activity Report form and suggested that such a document could be useful for providing a summary of meeting actions and decisions within a short period such as 24 to 48 hours. She hoped to provide the group a faster turn-around time for sharing meeting outcomes and explained that some groups have developed the reporting form to the extent that it has taken the place of formal minutes.

**4. DES Audit Process for Housing Units.**

Stephanie Barry from the DES Audit Management Unit gave an informal presentation on the work her office performs and the assistance they provide to the Population Statistics Unit in conducting a review of housing stock data provided to DES by local governments. The Population Statistics staff establish the selection criteria for audit candidates and the Audit Management staff conducts a site visit of the selected candidates. The process is really a verification process, not an audit process.

Anubhav Bagley asked if DES would provide any type of summary of the audit activities. Linda Strock agreed that a summary of the types of issues encountered might be a good topic for a future meeting.

**5. Update of Evaluation Activities by Dr. Warren Brown.**

Warren Brown had four items to report. First, the initial release of the evaluation report had conceptual and data errors. The conceptual error was that estimates of housing units should be for total housing units. Estimating the number of seasonal units is an issue related to the vacancy rate. The data error was that incorrect data on estimated housing units for 2000 was used in the report. DES has provided a statement about the error that will be included in the documentation.

Second, he is working with data on additions (building permits, certificates of occupancy, mobile home permits, conversions) and subtractions (demolitions, conversions) of housing units for the full decade. DES recently provided records of changes to the housing stock that was supplied to them during the 1990s. MAG has supplied a file with all completion and demolition permits between April 1, 1990 and June 30, 2006. This file has been used to estimate the number of total housing units for April 1, 2000. Dr. Brown has also been in contact with

Dave Taylor from PAG and Jack Tomasik of CAAG. He is still in the process of contacting those from other regions. He will be seeking data from other regions as well and asking COGs to review data for accuracy.

Third, Dr. Brown has asked the university and COG members to assist him in his efforts by serving as a sounding board before sharing his results with POPTAC and others.

Fourth, Dr. Brown said that initially the ADEPT group had expressed interest in having him serve as a consultant to review best practices for estimates and projections. After giving it some thought, he felt the process would be better served by someone else since he has already committed to work with DES in the improvement of their estimates process.

## **6. Status of 2006 Composite Estimates**

Pete Kozy reported that data inputs for the Composite Method have been collected and are under review. The data for births and deaths and Medicare appear to be in good order. The data for drivers licenses will be adjusted in a similar manner to last year. The data for school enrollment are still under review. DES met with Department of Education staff to discuss some changes to the data reported last year and anticipates receiving verification of a consistent data series from Education shortly.

Linda Strock reported that responses to the HUM inputs review are due back to DES by October 31st. There are a number of issues that require individual follow-up, which is to be expected. We are in the final stages of the audit process which will also require some individual follow-up. If there are no unforeseen issues with the local review and audits, DES should be ready to distribute the county and place estimates the week of November 6th in preparation for the November 17th meeting.

## **7. Status of 2006-2055 Sub-county Projections**

Susan Kanzler gave an update on the progress of the sub-county projections. The GIS project to develop the share of growth over the decade for small areas is progressing well and should be completed within three or four weeks. This information on historical growth rates for the 1990 to 2000 time period will serve as an improved starting point in the development of local assumptions for future growth. Each region will be charged with determining how growth rates within the county should be modified over the projection period to share the county growth among the sub-county areas.

## **8. Meeting Summary/Evaluation**

Carla Carter distributed an evaluation form for the meeting and asked members to remain after the meeting for a few minutes to complete the evaluation. She explained that she would be seeking comments at future meetings as well in order to gain feedback from various types of meetings. Carla Carter will review comments from the meetings and provide feedback to the group in December.

## **9. Adjournment**

The meeting was adjourned at approximately 11:30 am by Linda Strock.